

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				

I hereby certify that the records listed above were disposed of as indicated.

Signature

Title

Date

DGS 550-2 (rev. 1/93)